

DEPARTMENT OF THE NAVY
Office of the Secretary
Washington, DC 20350-1000

SECNAVINST 1520.14
Pers-602D
8 September 1993

SECNAV INSTRUCTION 1520.14

From: Secretary of the Navy
To: All Ships and Stations

Subj: EXECUTIVE TRAINING PROGRAM
(ETP)

Encl: (1) Executive Training Program (ETP)
Management Courses
(2) Sample ETP Nomination Letter
(3) Executive Training Program Brief
Sheet

1. **Purpose.** To establish policy and procedures for the Executive Training Program (ETP).

2. **Cancellation.** OPNAVINST 1520.33 (NOTAL).

3. **Background.** Since 1970, the Department of the Navy (DON) has participated in a number of advanced management programs provided by prestigious civilian colleges and universities in order to help senior naval officers become more informed about the newest developments in organizational management and philosophy. Through ETP, selected senior officers are sent to certain management courses to join corporate, academic, and government leaders in informed discussion about current management developments.

4. **Policy.** It is DON policy that selected Navy and Marine Corps senior officers participate in ETP to ensure they are knowledgeable about management strategies in the corporate, academic, and federal sector.

5. **Program Scope.** ETP includes three separate categories of courses. Navy officers may apply for all three categories of courses listed below. Marine Corps officers can apply for the Harvard Senior Officials in National Security (SONS) only.

a. Harvard program for Senior Officials in National Security (SONS) (8 weeks).

b. Harvard Advanced Management Program (AMP) (11 weeks).

c. Massachusetts Institute of Technology (MIT) Program for Senior Executives (PSE) (9 weeks).

6. **Eligibility Requirements.** Nominees for courses will:

a. Be Unrestricted Line (URL) officers;

b. Be an O-6 selectee or an O-6;

c. Be a top performer with a broad career background and clear potential for greater leadership responsibility;

d. Be knowledgeable of DON program planning;

e. Have a master's degree or a proven subspecialty;

f. Be an articulate spokesperson for DON concerns.

7. **Nomination Procedures.** Navy commanders/commanding officers will submit nominations for these management courses to the Chief of Naval Personnel (Pers-602). Marine Corps commanders/commanding officers will submit nominations for Harvard SONS to the Commandant of the Marine Corps (MMOA-3). Nominations should be received not later than 1 September of each year and must include all information in enclosure (2).

8. **Selection**

a. The Deputy Chief of Naval Personnel (DEPCHNAVPERS) will convene the ETP selection board in October/November each year.



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b. To the maximum extent feasible, the ETP selection board will be constituted in accordance with the guidelines prescribed in SECNAVINST 1401.3 for promotion-selection boards. The board will select from among the officers nominated those who, in the opinion of a majority of the board members, are best and fully qualified to participate in the ETP. To the extent practicable, the board will follow relevant guidelines and procedures prescribed for promotion-selection boards to ensure the consideration of all eligible officers without prejudice or partiality.

9. Obligated Service. Officers will incur 2 years of obligated service upon completion of the course.

10. Naval Facilities Engineering Command, Naval Supply Systems Command, Materiel Professional (MP), and Healthcare Professional (HP) Executive Training Program:

a. Executive Training for members of the HP, MP, NAVFAC, and NAVSUP Programs is fully supported and encouraged by the Secretary of the Navy. The MP/HP/NAVFAC/NAVSUP ETP will be individually administered and funded by each Systems Command (Naval Air Systems Command, Naval Facilities Engineering Command, Naval Sea Systems Command, Naval Supply Systems Command, Space and Naval Warfare Systems Command, and Bureau of Medicine and Surgery). Participation in this program does not incur a service obligation.

b. Participating commands should coordinate directly with educational institutions for quotas and placement in appropriate courses of instruction.

c. Interested personnel should contact the appropriate military training officer for specific information concerning the ETP program within their systems command.

11. Responsibilities

a. Chief of Naval Personnel (Pers-00) will serve as the resource sponsor and the claimant

for the Harvard AMP program and the MIT (PSE). Funding for the Harvard SONS is provided by the Office of the Secretary of Defense (OSD) with Pers-00 as sponsor.

b. Deputy Chief of Naval Personnel (Pers-00B) will:

(1) Provide program policy guidance.

(2) Act as selection board sponsor and provide a representative to the selection board.

c. Assistant Chief of Naval Personnel, Personal Readiness and Community Support (Pers-6) will:

(1) Determine the annual program requirements and associated tuition and temporary additional duty (TAD) travel costs.

(2) Maintain liaison with universities to obtain quotas, course dates, application forms, and informational brochures.

(3) Issue the annual call for nominees for courses.

(4) Receive the nomination letters and screen to ensure basic eligibility criteria are met. Forward nomination letters to the selection board for action.

(5) Provide a recorder to the selection board.

(6) Maintain record of selection board actions.

(7) Ensure program participants prepare a report within 30 days completion outlining the value of the program with recommendations for improvement.

d. Deputy Chief of Naval Operations (Resources, Warfare Requirements and Assessments) (N-8), or designated representative, will serve as selection board president.

e. Commandant of the Marine Corps (CMC) will:

(1) Issue the annual call for Marine Corps nominees for Harvard SONS.

(2) Receive the nomination letters and screen to ensure basic eligibility criteria are met. Forward nomination letters to the selection board for action.

(3) Provide a member and an assistant recorder for the selection board.

(4) Notify Marine Corps course selectees.

(5) Ensure selectees submit a critique of the course attended to Pers-602 within 30 days of completion outlining the value of the program with recommendations for improvement.

12. Reports. The reports required by paragraphs 7 and 11c(4) are exempt from reports control by SECNAVINST 5214.2B.

JOHN H. DALTON

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EXECUTIVE TRAINING PROGRAM (ETP) MANAGEMENT COURSES

1. Harvard Program for Senior Officials in National Security (SONS). This course, taught by Harvard faculty, covers various aspects of national security policy including political, economic, and social forces influencing defense decisions. Additionally, the course covers aspects of defense management: policy analysis and program design, organizational strategy, foundations of political support, and management of production implementation. Navy and Marine Corps URL officers, O-6 selectee or O-6, may apply.

2. Harvard Advanced Management Program (AMP). Curriculum is divided into three major segments: management, single unit management, and corporate management. The program is taught by senior members of the Harvard Business School faculty. Navy URL officers, O-6 selectee or O-6, may apply.

3. Massachusetts Institute of Technology (MIT) Program for Senior Executives (PSE). Participants may choose from a series of faculty seminars which focus on four major themes: Policy Formulation, Human Resource Development, External Environmental Factors, and Decision Making. Navy URL officers, O-6 selectee or O-6, may apply.

Enclosure (1)

8 SEP 1993

Sample

ETP NOMINATION LETTERSSIC
Code
Date

From: Commanding Officer's Title/Command's Name
To: Chief of Naval Personnel (Pers-602) (Navy nominations)
or Commandant of the Marine Corps (MMOA-3) (Marine Corps
nominations)

Subj: NOMINATIONS FOR NAVY EXECUTIVE TRAINING PROGRAM

Ref: (a) SECNAVINST 1520.14

1. As required by reference (a), the following officer is recommended for the Executive Training Program (ETP):

- a. Rank, name, SSN/designator.
- b. Name of ETP course or courses (in priority order) nominated for.
- c. Command address and telephone number.
- d. Educational level already attained.
- e. Operational, technical, and managerial specialties and subspecialty codes and, if applicable, candidate's status as a proven subspecialist, major project manager or commanding officer.
- f. Proposed future duty assignments.
- g. Statement affirming that the command will make the nominee available to attend the course, if selected.
- h. Statement from the candidate indicating how his/her participation will benefit the military department as well as the individual and an acknowledgement by the candidate that he/she will incur 2 years of obligated service upon completion of the course.

(Commanding Officer Signature)

Copy to:
(officer nominated)

Enclosure (2)

8 SEP 1993

**For Your INFORMATION****EXECUTIVE TRAINING PROGRAM BRIEF SHEET**

Senior unrestricted line officers on active duty in the grade of O-6 selectee or O-6 are eligible for the Department of the Navy's Executive Training Program. A board meets in October/November to select officers for courses at Harvard and MIT. Through the Executive Training Program (ETP), selected senior officers are sent to certain management courses to join corporate, academic, and government leaders in informed discussion about current management developments. Officers will incur 2 years of obligated service upon completion of the course.

Executive training for Naval Facilities Engineering Command, Naval Supply Systems Command, Naval Air Systems Command, Naval Sea Systems Command, Naval Supply Systems Command, Space and Naval Warfare Systems Command, and Bureau of Medicine and Surgery is administered and funded by each Systems' Command. Interested personnel should contact their military training officer for specific information concerning the ETP program within their systems command. Participation in these programs does not incur a service obligation.

For complete information on this program, refer to SECNAVINST 1520.14 or contact Pers-602D at (703) 614-1408/DSN 224-1408 or MMOA-3 at (703) 614-2740/DSN 224-2740.

SECNAVINST 1520.14 of 8 SEP 1993

DISPLAY ON BULLETIN BOARD AND PUBLISH AS APPROPRIATE, THEN DESTROY. INCLUSION IN THE PLAN OF THE DAY IS RECOMMENDED. USE OF THIS INFORMATION BY NAVY BROADCASTING SERVICE/AFRT OUTLETS ASHORE AND BY SITE TELEVISION OPERATORS AFLOAT IS STRONGLY ENCOURAGED.

Enclosure (3)